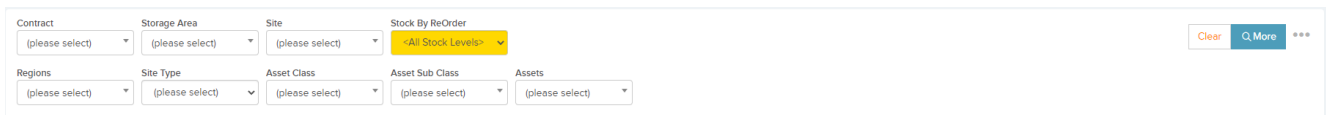


Stock Levels

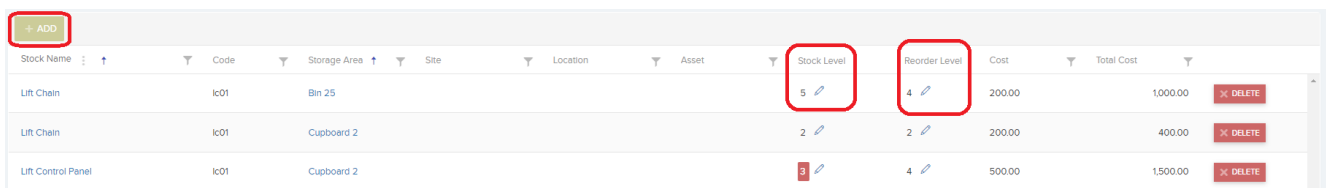
The *Stock Levels* list displays the stock held in different storage areas, and assets which includes the stock levels.

Filters along the top of the page help you refine your search. The three dots next to the *More* button provide an option to export the *Stock Levels* list to an Excel sheet:



A horizontal filter bar with several dropdown menus. The first row contains 'Contract (please select)', 'Storage Area (please select)', 'Site (please select)', and 'Stock By ReOrder' with a yellow dropdown menu showing '<All Stock Levels>'. The second row contains 'Regions (please select)', 'Site Type (please select)', 'Asset Class (please select)', 'Asset Sub Class (please select)', and 'Assets (please select)'. On the right side, there are buttons for 'Clear', 'More', and a three-dot menu icon.

You can adjust the *Stock Level* and *Reorder Level* via the pencil icon.



A table with columns: Stock Name, Code, Storage Area, Site, Location, Asset, Stock Level, Reorder Level, Cost, Total Cost, and a Delete button. The 'Stock Level' and 'Reorder Level' columns have a red box around the value and a pencil icon. The 'Add' button at the top left is also highlighted with a red box.

Stock Name	Code	Storage Area	Site	Location	Asset	Stock Level	Reorder Level	Cost	Total Cost	
Lift Chain	lc01	Bin 25				5	4	200.00	1,000.00	X DELETE
Lift Chain	lc01	Cupboard 2				2	2	200.00	400.00	X DELETE
Lift Control Panel	lc01	Cupboard 2				5	4	500.00	1,500.00	X DELETE

To add stock to a storage area, select *Add* at the top-left of the page. A pop-up will appear where you can *Select* the stock to add to:



You will then be prompted to select a *Storage Area*:



Once the *Storage Area* has been selected you can input,

1. The new stock levels
2. The Reorder Level
3. Email Recipients so when the Stock Level drops below the Reorder Level that person will get an email.
4. Email Team so when the Stock Level drops below the Reorder Level everyone in that Team will get an email.

New Stock Level

Stock Name

Lift Chain

Storage Area

Fellx1

Stock Level

Reorder Level

Email Recipients

Select User

Select Resource

Email Team

(Please Select)

✕ Cancel

▶ Confirm

Click *Confirm* when you have filled this in, and this change of stock level will be reflected in the *Stock List*.